

California Energy Commission



CLASSIFICATION: Staff Services Analyst (2 positions available)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: Range A \$2,817 - \$3,426
 B \$3,050 - \$3,708
 C \$3,658 - \$4,446
LOCATION: Contracts, Grants and Loans Office, Sacramento, CA
FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

SSA – Contracts Office

Under the direct supervision of the Staff Services Manager II, Contracts, Grants & Loans Office, the Staff Services Analyst performs varied, analytical and consultative staff services in the planning, development, award, and fiscal compliance and reporting of contracts.

SSA – Grants and Loans Office

Under the direction of the Staff Services Manager I, Grants and Loans Office, the incumbent performs varied analytical and consultative staff services in the planning, developing, accounting, and evaluating of grants and loans fiscal and program activities.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- ◆ Ability to communicate effectively
- ◆ Ability to work independently and interpret legislation and regulations
- ◆ Ability to work well under pressure and meet deadlines
- ◆ Good organizational skills
- ◆ Working knowledge of Word, Excel, and Access
- ◆ Good interpersonal skills

WHO MAY APPLY All interested eligible persons are encouraged to apply. **Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please specifically state the basis of your eligibility for this classification on the state application form, STD. 678. Also please put RPA 202-102 on application.** Applications will be screened for experience, and only the most qualified will be contacted for an interview.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Diana Parmley – RPA # 202-102
 California Energy Commission, Personnel Office
 1516 Ninth Street, MS - 3
 Sacramento, CA 95814
 (916) 651-9409
 E-mail: diana.parmley@energy.ca.gov

RPA 202-102 Position # 202-5157-806/832 Ok EO 10-5-12

